



Easement Vacation

([Land Use Application](#) also required)

Public Hearing

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

Drawings shall be folded; *rolled drawings will not be accepted.*

Each of following applicable requirements (unless waived by staff) shall be submitted:

- ☐ 1. [Land Use Application](#) form
- ☐ 2. Application Fee (check or cash)
- ☐ 3. Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Property Tax Division (See Page 4 of the [Land Use Application](#) Form)
- ☐ 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- ☐ 5. One typewritten narrative shall be submitted and should include, but not limited to, All the following applicable information:
 - Detailed description/scope of project.
 - What is being proposed?
 - What is the purpose of the Easement Vacation?
 - What has changed to warrant the Easement Vacation?
 - How is the request consistent with City of Elk River Comprehensive Plan?
 - How compatible is it with surrounding properties?
- ☐ 6. Narrative shall be provided on a CD/flash drive in an editable word processing format.
- ☐ 7. Legal description of Easement or Street to be vacated
- ☐ 8. Site Plan
- ☐ 9. All other information as determined by City Staff

Applicant Signature: _____

Date: _____

Print Name: _____